CALENDAR KEY	
Font Style	**Action**
BOLD	**Benchmark - A task or tasks that must be accomplished in order to meet a Milestone.**
Italics	*Milestone - The Beginning or ending of any collection period.*
Regular	State Level Work

TERMINOLOGY	
FPC	Fiscal Project Code
GPC	Graduate Profile Collection
PP	Processing Period
MFP	Minimum Foundation Program
OMFP	October MFP Collection
FMFP	February MFP Collection
EOY	End Of Year
BOR	Board Of Regents

2013-2014 Milestone/Benchmark Calendar

Start Date OR 1-Day Event	Deadline OR End Date	Applications	Description
7/15/2013		SIS	*2012-13 EOY re-opens for 2012 Summer Graduate Data*
7/15/2013		SIS	*2012-13 Dropout Correction Period opens*
7/15/2013		SIS	**Begin submitting Dropout Records**
8/1/2013		SPC	*PP1 Oct 1 MFP Collection Opens for Planned Calendar*
8/1/2013		SPC	**Begin submitting Calendars for MFP**
8/1/2013		SPC	*PP2 Oct 1 LEADS Collection Opens for Planned Calendar*
8/1/2013		SPC	**Begin submitting Calendars for LEADS**
8/1/2013		SIS	*Process Period 1 (PP1) Oct 1 MFP Collection Opens*
8/1/2013		SIS	**Begin submitting PP1 Oct 1 MFP files**
8/1/2013		SIS	*Graduate Profile Collection (GPC) Opens*
8/1/2013		SIS	**Submit 9th Grade data for Graduate Profile Collection (GPC). (LEA participation optional)**
	8/1/2013	SIS	**Correct all SIS errors identified by the SER Crosscheck report (Child Count)**
8/1/2013		SER	**2012-2013 Exit Count**
8/1/2013		SER	**SPP Counts (AEPS, Post School Transition)**
8/1/2013		CUR	*CUR Opens in support of PP2 Oct 1 LEADS Collection*
8/1/2013		CUR	**Begin submitting courses and schedules**
8/15/2013		SIS	**GPC submission deadline for first extract**
8/1/2013		SIS	*Processing Period 2 (PP2) Oct 1 LEADS Collection Opens*
8/1/2013		SIS	**Begin submitting PP2 Oct 1 LEADS files**
8/15/2013		AFR	*Collection opens for 2012-13 Annual Financial Data*
8/26/2013		STS	**Begin uploading 2012-13 transcripts for all students* (grades 9-12)**
	8/30/2013	SPC	**Deadline for PP1 Oct 1 MFP Calendars (required for SIS PP1 Submissions)**
	8/30/2013	SPC	**Deadline for PP2 Oct 1 LEADS Calendars (required for SIS PP2 Submissions)**
	8/30/2013	SIS	**Deadline for PP1 Oct 1 MFP Calendars (Calendars must be final to allow SIS PP1 Submissions)**
	8/30/2013	SIS	**Deadline for PP2 Oct 1 LEADS Calendars (Calendar must be final to allow SIS PP2 Submissions)**
	9/6/2013	SIS	**Deadline for entering 2012 - 2013 Summer Graduate Data**
9/6/2013		SIS	**All districts must have submitted at least one SIS file for each site**
	9/9/2013	STS	**Deadline to complete transcripts for ALL STUDENTS (grades 9-12) for BOR Harvest in one week.**
		STS	**Certify graduating seniors**
		STS	**Ensure 9th grade transcript records are accurate and complete**
	9/13/2013	SER	**Deadline for entering 2012 - 2013 ESYS Data**
9/16/2013		STS	*September BOR Harvest of 2012-13 data*
	9/17/2013	SIS	**GPC submission deadline for second extract.**
	9/16/2013	PEP	**Should have made 1st Submission of data for PP1 Oct 1 MFP to make close of MFP**
		SER	*Run all reports under (ESYS) to verify data prior to due date.*
	9/19/2013	SIS	**Correct all SIS errors identified by the SER Crosscheck report (Child Count)**
	9/19/2013	SER	**IDEA First Preliminary Child Count Run (Count date as of October 1st)**
	9/19/2013	SER	**Personnel Table 2-Preliminary Run (Count date as of October 1st)****
	10/18/2013	SER	**All Federal Eval Errors must be resolved**
	9/30/2013	STS	**Deadline to submit any corrected data to STS prior to rollover**
	9/30/2013	AFR	**Deadline for error-free AA0 in order to meet other targets.**
9/30/2013		AFR	*Print AFR630 and validate all data for FPC AA0*
10/1/2013		STS	2012-13 data rollover to 2013-14
	10/2/2013	STS	**Begin submitting complete delete-and-replace files to promote students and to remove any students now attending a different school**
10/2/2013		STS	2012-2013 ConnectEDU transcript-based extract for EOY
10/8/2013		SIS	LDOE: Uploading 9/30 SNAP File to SIS

	10/8/2013	SIS	**Export SISF03 and provide to your Food Service Supervisor**
	10/25/2013	SIS	**Deadline for SIS submissions for PP1 Oct 1 MFP**
	10/25/2013	PEP	**Deadline for PEP submissions for PP1 Oct 1 MFP staff counts and salary (Budgeted) to make closing.**
	10/21/2013	CUR	**CUR: Initial CUR submissions due for all LEA sites. REMINDER: CUR submissions must be complete for all district sites prior to SIS and PEP LEAs submissions.**
	10/25/2013	SIS	**SER/SIS (Child count) Crosscheck must be blank by 8:00 AM**
	10/25/2013	SIS	**SISR43 and SISR44 must be blank by 8:00 AM**
	10/25/2013	SER	**SER/SIS (Child count) Crosscheck must be blank by 8:00am**
	10/31/2013	SPC	*PP1 Oct 1 MFP closes for planned school calendar dates*
	10/31/2013	SIS	*PP1 October 1 MFP closes.*
	10/31/2013	SIS	**Graduate Profile Collection Final Extract: Based on Final OCT 1 MFP data.**
	10/31/2013	SER	**IDEA Final Child Count Run (Count date as of October 1st)**
	10/31/2013	SER	**Personnel Table 2-Final Run (Count date as of October 1st)**
	10/31/2013	SER	**Final Updates to Assessment (LEAP) Data**
	10/31/2013	PEP	*PP1 Oct 1 MFP closes for LEA staff counts and salary (Budgeted)*
	10/31/2013	AFR	**Final Deadline for AFR Corrections and Amended Certifications**
	10/31/2013	AFR	**Deadline to complete/final AFR for all FPCs for EXCELLENT rating (no outstanding AFR edit errors or unresolved issues)**
10/31/2013		AFR	Print AFR630s for all FPCs and validate all data
	11/8/2013	CUR	**CUR Course and Class schedules must be complete and error-free to allow SIS PP2 Oct 1 LEADS submissions**
11/4/2013		PEP	*PP2 Oct 1 LEADS opens for HQ and class schedules*
	11/8/2013	SIS	**Deadline for CUR must be final prior to SIS PP2 OCT 1 LEADS submissions**
	11/15/2013	SIS	**All districts must have submitted files PP2 OCT 1 LEADS and be working errors. Must include Class schedules.**
	11/29/2013	AFR	**Deadline to complete/final AFR for all FPCs for GOOD rating**
12/2/2013		PEP	**Should have made 1st Submission of data for PP2 Oct 1 LEADS to make close of LEADS**
	12/16/2013	AFR	*Collection closes for 2012-13 Annual Financial Data*
	12/29/2013	AFR	**Deadline to complete/final AFR for all FPCs for NEEDS IMPROVEMENT rating**
1/10/2014		SIS	*2012-13 Dropout Correction Period closes*
1/16/2014		SER	**MFP First Preliminary Child Count Run (For count date of February 1st)**
	1/17/2014	SPC	*PP2 Oct 1 LEADS closes for planned school calendar dates*
	1/17/2014	CUR	CUR closes in conjunction with the close of SIS PP2 OCT 1 LEADS
1/17/2014		SIS	*PP2 October 1 LEADS closes*
1/15/2014		STS	**Begin uploading mid-year transcripts for all students* (grades 9-12)**
	1/17/2014	PEP	*PP2 Oct 1 LEADS closes for HQ and Class Schedules*
1/20/2014		SPC	LDOE Rollover of all PP2 Calendars to PP3 Feb 1 MFP
1/20/2014		SPC	*PP3 Feb 1 MFP Collection Opens for Planned Calendar Curriculum Verification Reporting*
1/20/2014		SIS	*Processing Period 3 (PP3) February 1 MFP Collection Opens*
1/20/2014		SIS	**Begin submitting PP3 FEB 1 MFP files**
1/24/2014		PEP	**Begin submissions of Statement of Affirmation to LDOE Systems Management**
	2/4/2014	SIS	**All districts must have submitted at least one SIS file**
2/7/2014		SIS	LDOE: Uploading 1/30 SNAP File to SIS
2/10/2014		SIS	**Export SISF03 and provide to your Food Service Supervisor**
	2/10/2014	STS	**Deadline to complete transcripts for ALL STUDENTS (grades 9-12) for BOR Harvest in one week.**
		STS	**Certify seniors graduating at mid-year.**
	2/18/2014	SPC	**Deadline for updates to PP3 Feb 1 MFP Calendars**
	2/21/2014	SIS	**Deadline for Error-Free SIS submissions for PP 3 FEB 1 MFP**
	2/18/2014	SIS	**Correct all SIS errors identified by the SER Crosscheck report (Child Count)**
2/17/2014		STS	*February BOR Harvest*
	2/18/2014	SER	**SER/SIS (Child count) Crosscheck must be blank by 8:00am**
2/18/2014		STS	2013-2014 ConnectEDU Mid-Year Transcript-based extract
	2/28/2014	SPC	*PP3 Feb 1 MFP closes for planned school calendar dates*

	2/28/2014	SIS	*PP3 February 1 MFP closes*
	2/28/2014	SER	**SER Final MFP Child Count Run (Count Date as of February 1st)**
3/18/2014		SPC	*PP9 EOY Opens for Final Calendar submissions*
3/18/2014		SPC	**Begin submitting PP9 EOY Calendars**
3/18/2014		SIS	*Processing Period 9 (PP9) EOY Collection Opens*
3/18/2014		SIS	**Begin Submission of PP9 EOY files**
	3/28/2014	SER	**IEPs created before 1/1/14 must be completed/deleted by this date**
	4/14/2014	SPC	**Deadline for PP9 Final Calendar (required for SIS PP9 Submissions)**
	4/18/2014	SIS	**Deadline PP9 EOY Calendars (Calendars must be final to allow SIS PP9 submissions)**
4/30/2014		SER	**Reevaluation Management Roster Report for 2013-2014**
4/30/2014		SER	**IEP/Services Plan Management Roster Report for 2013-2014**
5/2/2014		SIS	**Initial check PP9 EOY submissions progress**
	5/5/2014	SIS	**Correct all SIS errors identified by the SER/SIS Exit Crosscheck report**
5/5/2014		PEP	*PP9 EOY opens for LEA salary and HQ updates*
5/16/2014		STS	**Begin uploading transcripts for all students (grades 9-12)***
	5/30/2014	SPS	**Deadline for requesting 2013-2014 updates to SPS**
6/2/2014		SPS	Database rolled over to 2014-2015
6/3/2014		SPS	Annual Update of SPS data for the 2014-2015 school year begins
6/2/2014		STS	LOSFA begins Initial Eligibility Processing for 2013-2014 grads. Extracts from STS are run weekly.
	6/9/2014	STS	**Deadline to complete transcripts for ALL STUDENTS (grades 9-12) for BOR Harvest in one week.**
		STS	**Certify graduating seniors.**
6/16/2014		STS	*June BOR Harvest*
	6/23/2014	PEP	**Should have made 1st Submission of data for PP9 EOY**
	6/27/2014	SIS	**Deadline for Error-Free SIS submissions for PP9 EOY**
6/30/2014		SER	Student Profile Grade Rollover
6/30/2014		SER	**Start entering 2013- 2014 ESYS Data**
	7/11/2014	SPC	*PP9 EOY closes for Final school calendar dates*
	7/11/2014	SIS	*PP9 EOY closes.*
7/15/2014		SIS	*2013-14 EOY Re-opens for 2013 Summer Graduate Data*
7/15/2014		SIS	*2013-14 Dropout Correction Period opens*
7/15/2014		SIS	**Begin submitting Dropout Records**
	7/15/2014	SER	**Discipline Deadline (SPP Indicator)****
	8/1/2014	SER	**Student's inactive for 5 years or more purged from active database (count date as of June 30th)**
	8/13/2014	SER	**SER/SIS Exit Crosscheck must be blank by 8:00am**
	8/8/2014	PEP	*PP9 EOY closes for LEA salary and HQ updates*
	8/22/2014	PEP	**Statement of Affirmation completed and sent to LDOE Systems Management**
8/15/2014		STS	**Begin uploading transcripts for all 2013-2014 students* (grades 9-12)**
	8/29/2014	SER	**SER IDEA exit count**
	9/5/2014	SIS	**Deadline for entering 2013 - 2014 Summer Graduate Data**
	9/8/2014	STS	**Deadline to complete transcripts for ALL STUDENTS (grades 9-12) for BOR Harvest in one week.**
		STS	**Certify graduating seniors.**
		STS	**Ensure 9th grade transcript records are accurate and complete**
9/15/2014		STS	*September BOR Harvest*
	9/30/2014	STS	**Deadline to submit any corrected data to STS prior to rollover**
10/1/2014		STS	2013-14 data rollover to 2014-15
10/2/2014		STS	2013-2014 ConnectEDU EOY Transcript-based extract
	1/9/2015	SIS	2013-14 SIS dropout correction collection closes

Sponsor Site System (SPS)

Date	Action Item
Friday, May 30, 2014	*Deadline for requesting 2013-2014 updates to SPS*
Monday, June 02, 2014	Database rolled over to 2014-2015
Tuesday, June 03, 2014	Annual Update of SPS data for the 2014-2015 school year begins

School Calendar System (SPC)

Category	Date	Action Item
OMFP	Thursday, August 01, 2013	*PP1 Oct 1 MFP Collection Opens for Planned Calendar*
OMFP	Thursday, August 01, 2013	**Begin submitting Calendars for MFP**
OMFP		Check for Minimum Instructional Minutes and accuracy.
OMFP		Run Report for All Calendars
OMFP		Save a copy for your records
LEADS	Thursday, August 01, 2013	*PP2 Oct 1 LEADS Collection Opens for Planned Calendar*
LEADS	Thursday, August 01, 2013	**Begin submitting Calendars for LEADS**
LEADS		Check for Minimum Instructional Minutes and accuracy.
LEADS		Run Report for All Calendars
LEADS		Save a copy for your records
OMFP	Friday, August 30, 2013	**Deadline for PP1 Oct 1 MFP Calendars (required for SIS PP1 Submissions)**
LEADS	Friday, August 30, 2013	**Deadline for PP2 Oct 1 LEADS Calendars (required for SIS PP2 Submissions)**
OMFP	Thursday, October 31, 2013	*PP1 Oct 1 MFP closes for planned school calendar dates*
LEADS	Friday, January 17, 2014	*PP2 Oct 1 LEADS closes for planned school calendar dates*
FMFP	Monday, January 20, 2014	LDOE Rollover of all PP2 Calendars to PP3 Feb 1 MFP
FMFP		Special access required to update calendars. Contact Sherry Randall (sherry.randall@la.gov) for update access.
FMFP	Monday, January 20, 2014	*PP3 Feb 1 MFP Collection Opens for Planned Calendar Curriculum Verification Reporting*
FMFP	Tuesday, February 18, 2014	**Deadline for updates to PP3 Feb 1 MFP Calendars**
FMFP	Friday, February 28, 2014	*PP3 Feb 1 MFP closes for planned school calendar dates*
EOY	Tuesday, March 18, 2014	*PP9 EOY Opens for Final Calendar submissions*
EOY	Tuesday, March 18, 2014	**Begin submitting PP9 EOY Calendars**
EOY		Check for Minimum Instructional Minutes and accuracy
EOY		Run Report for All Calendars
EOY		Save a copy for your records
EOY	Monday, April 14, 2014	**Deadline for PP9 Final Calendar (required for SIS PP9 Submissions)**
EOY	Friday, July 11, 2014	*PP9 EOY closes for Final school calendar dates*

Student Information System (SIS)

Category	Date	Action Item
Grad	Monday, July 15, 2013	*2012-13 EOY re-opens for 2012 Summer Graduate Data*
Drop	Monday, July 15, 2013	*2012-13 Dropout Correction Period opens*
Drop	Monday, July 15, 2013	**Begin submitting Dropout Records**
Drop		Run and clear Dropout Correction Reports (page 238 "EOY/Graduate/Dropout Correction Reports")
OMFP	Thursday, August 01, 2013	*Process Period 1 (PP1) Oct 1 MFP Collection Opens*
OMFP	Thursday, August 01, 2013	**Begin submitting PP1 Oct 1 MFP files**
GP	Thursday, August 01, 2013	*Graduate Profile Collection (GPC) Opens*
GP	Thursday, August 01, 2013	**Submit 9th Grade data for Graduate Profile Collection (GPC). (LEA participation optional)**
OMFP	Thursday, August 01, 2013	**Correct all SIS errors identified by the SER Crosscheck report (Child Count)**
GP	Thursday, August 15, 2013	**GPC submission deadline for first extract**
LEADS	Thursday, August 01, 2013	*Processing Period 2 (PP2) Oct 1 LEADS Collection Opens*
LEADS	Thursday, August 01, 2013	**Begin submitting PP2 Oct 1 LEADS files**
OMFP	Friday, August 30, 2013	**Deadline for PP1 Oct 1 MFP Calendars (Calendars must be final to allow SIS PP1 Submissions)**
LEADS	Friday, August 30, 2013	**Deadline for PP2 Oct 1 LEADS Calendars (Calendar must be final to allow SIS PP2 Submissions)**
Grad	Friday, September 06, 2013	**Deadline for entering 2012 - 2013 Summer Graduate Data**
OMFP	Friday, September 06, 2013	**All districts must have submitted at least one SIS file for each site**
OMFP		Run and review all MFP Reports (SIS User Guide Appendix D: OCT and FEB MFP Reports)
OMFP		Run and Review Year-Round Reports (SIS user Guide Appendix D Year Round Reports)
OMFP		Run and Review all 504 and Address Record Reports as applicable (SIS User Guide Appendix D 504 and Address Reports)
OMFP		Correct all SIS errors identified by the SER Crosscheck report (Child Count)
OMFP		Run and review SISR77 and SISR78 and appropriately track scholarship students (see Appendix F in SIS User Guide)
GP	Tuesday, September 17, 2013	**GPC submission deadline for second extract.**
OMFP	Thursday, September 19, 2013	**Correct all SIS errors identified by the SER Crosscheck report (Child Count)**
OMFP	Tuesday, October 08, 2013	*LDOE: Uploading 9/30 SNAP File to SIS*
OMFP	Tuesday, October 08, 2013	**Export SISF03 and provide to your Food Service Supervisor**
OMFP	Friday, October 25, 2013	**Deadline for SIS submissions for PP1 Oct 1 MFP**
OMFP	Friday, October 25, 2013	**SER/SIS (Child count) Crosscheck must be blank by 8:00 AM**
OMFP	Friday, October 25, 2013	**SISR43 and SISR44 must be blank by 8:00 AM**
OMFP	Thursday, October 31, 2013	*PP1 October 1 MFP closes.*
GP	Thursday, October 31, 2013	**Graduate Profile Collection Final Extract: Based on Final OCT 1 MFP data.**

Student Information System (SIS)

Category	Date	Action Item
LEADS	Friday, November 08, 2013	**Deadline for CUR must be final prior to SIS PP2 OCT 1 LEADS submissions**
LEADS	Friday, November 15, 2013	**All districts must have submitted files PP2 OCT 1 LEADS and be working errors. Must include Class schedules.**
LEADS		Run and review all LEADS Reports (SIS User Guide Appendix D: LEADS Reports: SISR20/SISR21, SISR41, SISR52, SISR53)
LEADS		Run and Review Year-Round Reports (SIS user Guide Appendix D Year Round Reports: SISR26/SISR27, SISR31/SISR32, SISR39/SISR40)
LEADS		Run and Review all 504 and Address Record Reports as applicable (SIS User Guide Appendix D 504 and Address Reports: SISR70/SISR71, SISR72, SISR73, SISR74, SISR65, SISR66, SISR67, SISR68)
LEADS		Correct all SIS errors identified by the SER Crosscheck report (Child Count)
LEADS	Friday, January 10, 2014	**Deadline for Error-Free SIS submissions PP2 OCT 1 LEADS. Must include Class schedules.**
Drop	Friday, January 10, 2014	*2012-13 Dropout Correction Period closes*
LEADS	Friday, January 17, 2014	*PP2 October 1 LEADS closes*
FMFP	Monday, January 20, 2014	*Processing Period 3 (PP3) February 1 MFP Collection Opens*
FMFP	Monday, January 20, 2014	**Begin submitting PP3 FEB 1 MFP files**
FMFP	Tuesday, February 04, 2014	**All districts must have submitted at least one SIS file**
FMFP		Run and review all MFP Reports (SIS User Guide pp 235-237)
FMFP		Run and Review Year-Round Reports (SISR26, 27, 31, 32, 39, 40)
FMFP		Run and review SISR77 and SISR78 and appropriately track scholarship students (see Appendix F in SIS User Guide)
FMFP	Friday, February 07, 2014	*LDOE: Uploading 1/30 SNAP File to SIS*
FMFP	Monday, February 10, 2014	**Export SISF03 and provide to your Food Service Supervisor**
FMFP	Tuesday, February 18, 2014	**Correct all SIS errors identified by the SER Crosscheck report (Child Count)**
FMFP	Friday, February 21, 2014	**Deadline for Error-Free SIS submissions for PP 3 FEB 1 MFP**
FMFP	Friday, February 28, 2014	*PP3 February 1 MFP closes*
EOY	Tuesday, March 18, 2014	*Processing Period 9 (PP9) EOY Collection Opens*
EOY	Tuesday, March 18, 2014	**Begin Submission of PP9 EOY files**
EOY	Friday, April 18, 2014	**Deadline PP9 EOY Calendars (Calendars must be final to allow SIS PP9 submissions)**
EOY	Friday, May 02, 2014	**Initial check PP9 EOY submissions progress**
EOY		Run and review all EOY Reports (SIS User Guide Appendix D: End of Year Reports)
EOY		Run and Review Year-Round Reports (SIS user Guide Appendix D Year Round Reports)
EOY		Run and Review all 504 and Address Record Reports as applicable (SIS User Guide Appendix D 504 and Address Reports)
EOY		Run and review SISR77 and SISR78 and appropriately track scholarship students (see Appendix F in SIS User Guide)
EOY	Monday, May 05, 2014	**Correct all SIS errors identified by the SER/SIS Exit Crosscheck report**

Student Information System (SIS)

Category	Date	Action Item
EOY	Friday, June 27, 2014	**Deadline for Error-Free SIS submissions for PP9 EOY**
EOY	Friday, July 11, 2014	*PP9 EOY closes.*
Grad	Tuesday, July 15, 2014	*2013-14 EOY Re-opens for 2013 Summer Graduate Data*
Drop	Tuesday, July 15, 2014	*2013-14 Dropout Correction Period opens*
Drop	Tuesday, July 15, 2014	**Begin submitting Dropout Records**
Drop		Run and clear Dropout Correction Reports (page 238 "EOY/Graduate/Dropout Correction Reports")
Grad	Friday, September 05, 2014	**Deadline for entering 2013 - 2014 Summer Graduate Data**
Drop	Friday, January 09, 2015	*2013-14 SIS dropout correction collection closes*

Student Transcript System (STS)

	Date	Action Item
Sep13Harv	Monday, August 26, 2013	**Begin uploading 2012-13 transcripts for all students* (grades 9-12)**
Sep13Harv		**Run STSQ08 (to validate part numbers) report,**
Sep13Harv		**Run STSQ04 (to validate Core progress) report, and**
Sep13Harv		**Run STSQ11 (to validate data going to BOR) report**
Sep13Harv	Monday, September 09, 2013	**Deadline to complete transcripts for ALL STUDENTS (grades 9-12) for BOR Harvest in one week.**
Sep13Harv		**Certify graduating seniors**
Sep13Harv		**Ensure 9th grade transcript records are accurate and complete**
Sep13Harv	Monday, September 16, 2013	*September BOR Harvest of 2012-13 data*
	Monday, September 30, 2013	**Deadline to submit any corrected data to STS prior to rollover**
	Tuesday, October 01, 2013	2012-13 data rollover to 2013-14
	Wednesday, October 02, 2013	**Begin submitting complete delete-and-replace files to promote students and to remove any students now attending a different school**
	Wednesday, October 02, 2013	2012-2013 ConnectEDU transcript-based extract for EOY
FebHarv	Wednesday, January 15, 2014	**Begin uploading mid-year transcripts for all students* (grades 9-12)**
FebHarv		Run STSQ08 to validate part numbers.
FebHarv	Monday, February 10, 2014	**Deadline to complete transcripts for ALL STUDENTS (grades 9-12) for BOR Harvest in one week.**
FebHarv		**Certify seniors graduating at mid-year.**
FebHarv	Monday, February 17, 2014	*February BOR Harvest*
	Tuesday, February 18, 2014	2013-2014 ConnectEDU Mid-Year Transcript-based extract
JuneHarv	Friday, May 16, 2014	**Begin uploading transcripts for all students (grades 9-12)***
		Run STSQ08 (to validate part numbers) report,
		Run STSQ04 (to validate Core progress) report, and
		Run STSQ11 (to validate data going to BOR) report.
	Monday, June 02, 2014	LOSFA begins Initial Eligibility Processing for 2013-2014 grads. Extracts from STS are run weekly.
JuneHarv	Monday, June 09, 2014	**Deadline to complete transcripts for ALL STUDENTS (grades 9-12) for BOR Harvest in one week.**
JuneHarv		**Certify graduating seniors.**
JuneHarv	Monday, June 16, 2014	*June BOR Harvest*
Sep14Harv	Friday, August 15, 2014	**Begin uploading transcripts for all 2013-2014 students* (grades 9-12)**
Sep14Harv		**Run STSQ08 (to validate part numbers),**
Sep14Harv		**Run STSQ04 (to validate Core progress) report, and**
Sep14Harv		**Run STSQ11 (to validate data going to BOR) report.**
Sep14Harv	Monday, September 08, 2014	**Deadline to complete transcripts for ALL STUDENTS (grades 9-12) for BOR Harvest in one week.**

Student Transcript System (STS)

	Date	Action Item	
Sep14Harv		**Certify graduating seniors.**	
Sep14Harv		**Ensure 9th grade transcript records are accurate and complete**	
Sep14Harv	Monday, September 15, 2014	*September BOR Harvest*	
	Tuesday, September 30, 2014	**Deadline to submit any corrected data to STS prior to rollover**	
	Wednesday, October 01, 2014	2013-14 data rollover to 2014-15	
	Thursday, October 02, 2014	2013-2014 ConnectEDU EOY Transcript-based extract	

* Transcripts can be uploaded at any time after the harvest; **however**, by date listed above it is imperative that data is being uploaded

Special Education Reporting (SER) System

Date	Action Item
Thursday, August 01, 2013	**2012-2013 Exit Count**
	Run the following reports:
	SER/SIS Exit Crosscheck (Exit)
	Exit Counted (Exit)
	Exit Summary (Exit)
Thursday, August 01, 2013	**SPP Counts (AEPS, Post School Transition)**
	Run the following reports:
	PST Missing (Post Sch. Transition) must be blank on 8/1
	PST Listing (Post Sch. Transition)
	Parent Guardian Listing has addresses for surveys (General)
Friday, September 13, 2013	**Deadline for entering 2012 - 2013 ESYS Data**
	Run all reports under (ESYS) to verify data prior to due date.
Thursday, September 19, 2013	**IDEA First Preliminary Child Count Run (Count date as of October 1st)**
	Run the following reports:
	IDEA Not Counted (IDEA)**
	IDEA Summary (IDEA)
	New FAPE Not Counted (New FAPE (2010 &Later))
	New FAPE Summary (New FAPE (2010 &Later))
	Fed Eval Reports (Fed Eval (2012 & Later))
	o Listing Pub/Private
	o Summary Pub/Private
	SER/SIS (Child count) Crosscheck (General)
	Run SIS/SER Crosscheck (General) Report
	Run LAA1/LAA2/ASA Reports (General)
Thursday, September 19, 2013	**Personnel Table 2-Preliminary Run (Count date as of October 1st)**
	Run Personnel Table 2 Detail (General)
	Run Personnel Table 2 Summary (General)
	Run IDEA Services Listing (Service Reports)
Friday, October 18, 2013	**All Federal Eval Errors must be resolved**
Friday, October 25, 2013	**SER/SIS (Child count) Crosscheck must be blank by 8:00am**
Thursday, October 31, 2013	**IDEA Final Child Count Run (Count date as of October 1st)**

Special Education Reporting (SER) System

Date	Action Item
	Rerun all IDEA reports to assure these data are correct.
Thursday, October 31, 2013	**Personnel Table 2-Final Run (Count date as of October 1st)**
	Rerun all Personnel Table 2 reports to assure these data are correct.
Thursday, October 31, 2013	**Final Updates to Assessment (LEAP) Data**
Thursday, January 16, 2014	**MFP First Preliminary Child Count Run (For count date of February 1st)**
	Run the following reports:
	MFP Not Counted (MFP)**
	MFP Counted (MFP)
	MFP Summary (MFP)
	GT Reports (Gifted/Talented)
	SER/SIS Child Count crosscheck (General)
	SER/SIS crosscheck (General)
Tuesday, February 18, 2014	**SER/SIS (Child count) Crosscheck must be blank by 8:00am**
Friday, February 28, 2014	**SER Final MFP Child Count Run (Count Date as of February 1st)**
Friday, March 28, 2014	**IEPs created before 1/1/14 must be completed/deleted by this date**
	IEP Benchmark (IEP Forms)
Wednesday, April 30, 2014	**Reevaluation Management Roster Report for 2013-2014**
	Reevaluation Management Roster Report (Rosters)
	Purge Report (General)
	DD Turning 9 (Roster)
Wednesday, April 30, 2014	**IEP/Services Plan Management Roster Report for 2013-2014**
	IEP/Services Plan Management Roster Report (Rosters)
Friday, May 02, 2014	**Correct all errors identified by the SER/SIS Exit Crosscheck report-Report should be blank.**
Monday, June 30, 2014	**Student Profile Grade Rollover**
Monday, June 30, 2014	**Start entering 2013- 2014 ESYS Data**
Tuesday, July 15, 2014	**Discipline Deadline (SPP Indicator)****
	Purge Report (General)
	Disciplinary Removals Summary (General)
	Disciplinary Removals Detail-Run two ways (General)
	o Out of School Expulsions-yes

Special Education Reporting (SER) System

Date	Action Item
	o Out of School Expulsions-no
Friday, August 01, 2014	**Student's inactive for 5 years or more purged from active database (count date as of June 30th)**
Wednesday, August 13, 2014	**SER/SIS Exit Crosscheck must be blank by 8:00am**
Friday, August 29, 2014	**SER IDEA exit count**

**Indicates reports or topics that have HELP documents on Blackboard.

Reports to Run Monthly
Initial Evaluation Compliance-Detail and Summary (Compliance)
IEP Compliance –Detail and Summary (Compliance)
IEP Benchmark (IEP Forms)
Re-Eval Management Roster (Compliance)
DD Turning 9 (Roster)
Business Day Table Report (Compliance)
Duplicate Students (General)
Open Jurisdiction (General)
Part C Compliance* (Compliance)

*Even though we check the Part C compliance quarterly, you should check it monthly to keep up with the data entry.

Curriculum (CUR)

Category	Date	Action Item
LEADS	Thursday, August 01, 2013	*CUR Opens in support of PP2 Oct 1 LEADS Collection*
LEADS	Thursday, August 01, 2013	**Begin submitting courses and schedules**
LEADS	Monday, October 21, 2013	CUR: Initial CUR submissions due for all LEA sites. **REMINDER:** CUR submissions must be complete for all district sites prior to SIS and PEP LEAs submissions.
		Run CUR Class Schedule Reports
		Run CUR Course Schedule Reports
LEADS	Friday, November 08, 2013	**CUR Course and Class schedules must be complete and error-free to allow SIS PP2 Oct 1 LEADS submissions**
LEADS	Friday, January 17, 2014	CUR closes in conjunction with the close of SIS PP2 OCT 1 LEADS

Profile of Educational Personnel (PEP)

Category	Date	Action Item
MFP	Monday, August 19, 2013	*PP1 Oct 1 MFP opens for LEA staff counts and salaries*
MFP	Monday, September 16, 2013	**Should have made 1st Submission of data for PP1 Oct 1 MFP to make close of MFP**
MFP		**Must submit LEA staff counts**
MFP		**Must submit LEA staff salaries**
MFP	Monday, September 16, 2013	**After each submission of data, run the following reports:**
MFP		**Data Verification Report: LEA Detail**
MFP		**Data Verification Report: LEA Summary**
MFP		**Questionable Salaries Report**
MFP	Friday, October 25, 2013	**Deadline for PEP submissions for PP1 Oct 1 MFP staff counts and salary (Budgeted) to make closing.**
MFP	Thursday, October 31, 2013	*PP1 Oct 1 MFP closes for LEA staff counts and salary (Budgeted)*
LEADS	Monday, November 04, 2013	*PP2 Oct 1 LEADS opens for HQ and class schedules*
LEADS	Monday, December 02, 2013	**Should have made 1st Submission of data for PP2 Oct 1 LEADS to make close of LEADS**
LEADS		**Must submit HQ**
LEADS		**Must submit Class Schedules**
LEADS	Monday, December 02, 2013	**After each submission of data, run the following reports:**
LEADS		**HQ Summary Report**
LEADS		**HQ Detail Report**
LEADS		**Report by Class - SISR53**
LEADS		**Questionable Salaries Report**
LEADS	Friday, January 10, 2014	**Deadline for Error-Free PEP submissions for PP2 Oct 1 LEADS for HQ and Class Schedules**
LEADS	Friday, January 17, 2014	*PP2 Oct 1 LEADS closes for HQ and Class Schedules*
EOY	Friday, January 24, 2014	**Begin submissions of Statement of Affirmation to LDOE Systems Management**
EOY	Monday, May 05, 2014	*PP9 EOY opens for LEA salary and HQ updates*
EOY	Monday, June 23, 2014	**Should have made 1st Submission of data for PP9 EOY**
EOY		**Must submit LEA salary updates**
EOY		**Must submit HQ updates**
EOY	Monday, June 23, 2014	**After submission of PP9 EOY data, run the following reports:**
EOY		**Questionable Salaries Report**
EOY		**HQ Summary Report**
EOY		**HQ Detail Report**

EOY	Wednesday, July 30, 2014	**Deadline for Error-Free PEP submissions for EOY for LEA salary and HQ updates**
EOY	Friday, August 08, 2014	*PP9 EOY closes for LEA salary and HQ updates*
EOY	Friday, August 22, 2014	**Statement of Affirmation completed and sent to LDOE Systems Management**

Annual Financial Reports (AFR) System

Date	Action Item
Thursday, August 15, 2013	*Collection opens for 2012-13 Annual Financial Data*
Monday, September 30, 2013	**Deadline for error-free AA0 in order to meet other targets.**
	Print AFR630 and validate all data for FPC AA0
Monday, October 07, 2013	**Received at least 1 Edit Checklist or a Completed AFR Notification from Ed Finance**
	Contact your Education Finance Auditor if you have not received at least one Edit Checklist on/before 10/7/2013.
Thursday, October 31, 2013	**Deadline to complete/final AFR for all FPCs for EXCELLENT rating (no outstanding AFR edit errors or unresolved issues)**
	Print AFR630s for all FPCs and validate all data
Friday, November 29, 2013	**Deadline to complete/final AFR for all FPCs for GOOD rating**
Monday, December 16, 2013	*Collection closes for 2012-13 Annual Financial Data*
Sunday, December 29, 2013	**Deadline to complete/final AFR for all FPCs for NEEDS IMPROVEMENT rating**
Monday, December 30, 2013	UNACCEPTABLE rating for all FPCs received on or after this date